

City of Fort Lauderdale Green Team Charter 2016



Mission Statement

The mission of the City of Fort Lauderdale Green Team is to work collaboratively to accelerate City efforts to implement sustainable best practices in all City operations.

Background

The City of Fort Lauderdale's municipal Green Team was established in 2009. The Green Team represents a cross section of staff targeting operational objectives to ensure that the City becomes a model for environmental best practices. Green Team members serve as a platform to establish sustainability goals for each department with regular reports back to the Green Team. Individual sustainability champions for each department will be identified who have a personal interest and desire for resource conservation, recycling and outreach efforts identified in the *Sustainability Action Plan*, the *Strategic Plan* and the *Vision Plan*.

Purpose of the Green Team

- Develop, lead and promote City sustainability initiatives emphasizing the City's conservation goals of 20% by 2020;
- Identify opportunities for operational efficiencies, assist in implementing various elements of the *Sustainability Action Plan*, and working toward effectuating change within the organization and the community;
- Break down potential barriers to implementation of the *Sustainability Action Plan* by establishing formal communication channels between departments on the topic of sustainability;
- Identify opportunities for departments to work together towards reducing the environmental impact of operations;
- Provide a forum for City staff to share ideas and be recognized for improving our performance along key sustainability indicators; and
- Take information back to department staff for the purpose of educating them about general sustainability, moving toward operational efficiencies, and providing our neighbors with similar knowledge when out in the community.

Selection of Green Team Members

Each department director has been asked to supply the name(s) of those employees which best fit the following characteristics:

- Be passionate about the subject;
- Have enough authority to make decisions on behalf of his/her department at Green Team meetings;
- Have enough authority to bring strategic matters back to the team and initiate real follow up; and
- Have some day-to-day responsibilities which tie his/her role to sustainability.

There is no limit to the number of Green Team members. At a minimum, each department appoints one member. Larger departments may elect to appoint a representative from each division, or someone from the Director's office. A department may appoint additional representatives to attend meetings while a strategic project is being implemented.

Responsibilities of Green Team Members

Green Team members are expected to help the City work towards the sustainability goals in Press Play and in the Sustainability Action Plan. As such, Green Team members are expected to:

- Attend monthly meetings;
- Provide feedback on policies and practices being considered by the Green Team;
- Participate in Green Team projects, such as the Flip the Switch Challenge;
- Bring information on City sustainability efforts back to their departments;
- Encourage green practices, behaviors and policies in their departments; and
- Share departmental successes and challenges in their areas with the Green Team.

Green Team Meeting Protocol

Meetings will be held once per month, on the 4th Thursday, with additional meetings as deemed necessary to meet project implementation deadlines. Meetings will be noticed at least two weeks prior with a formal agenda of discussion points and project updates. Team members should be ready to discuss progress of their assignment. The meeting will be led by the Green Team Chair or designee. The Green Team may, at its discretion, create subcommittees to address specific initiatives. The Public Works Sustainability Division will provide a written summary for each meeting including any action items and assignments.

Green Team Member Attendance

Green Team member attendance is paramount in keeping a cohesive focus on implementation of initiatives throughout all departments/operations within the City. If a member knows ahead of time that they will be absent, they can assign a replacement.